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**USAID/West Africa** is looking for a Ghanaian National for the position of **Monitoring and Evaluation Reporting Specialist**. This position is located in the USAID/WA Program Office. The incumbent reports to the Supervisory Program Officer and serves as the Mission's point person on Monitoring and Evaluation (M&E) and Millennium Challenge Corporation (MCC) reporting issues. The M&E Reporting Specialist will work to ensure that the Mission has the appropriate performance monitoring systems in place, is adequately evaluating activities, and is appropriately reporting results.  
(Please contact [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov) or <http://www.usaid.gov/westafrica/employment/index.htm> for a detailed job description)

**Education & Prior Work Experience:** A minimum of a Masters Degree from an accredited institution in a field directly related to international relations, education, business administration, health, natural resource management or related disciplines is required. 10 years of relevant development assistance experience, preferably in West Africa, is required.

**Skills and abilities:** Strong analytical and planning, oral and written communication, as well as excellent computer skills are required. Proven cross-cultural and interpersonal skills are also required.

**Salary Range:** GH¢ 18,170 - 27,260 per annum (depending on qualification and experience)

**Selection Criteria:** Management will consider nepotism/conflict of interest, budget and residence status in determining successful candidacy.

**Interested individuals should submit covering letter and curriculum vitae with referees to:**

**MONITORING AND EVALUATION REPORTING SPECIALIST**

USAID/West Africa

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

**CLOSING DATE: November 12, 2009**

(Please note that only short-listed applicants will be contacted)